

External - Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY

Division: Unemployment Insurance

Bureau: Contributions

Date Posted: 05/30/2008

Job Category: Office and Administrative Support

**Position
Number:** 66202072

Position Title: ADMINISTRATIVE ASSISTANT

**Bargaining
Unit:** 038

Union: MPEA

Location: HELENA

Job Status: Full Time Permanent

Salary: \$19,736.00 to \$24,670.00

Salary Unit: Year

Additional Applicants' qualifications will be assessed based on minimum

Salary Info: qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.

Shift: Daytime

Band: 3

Closing Date: 06/10/2008

**Supplement
Required:** Yes

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-3710

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

For further information about DLI agency and job application materials see:

<http://dli.mt.gov/jobopenings/>.

Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

This position deals with continuous interruptions and demands a high degree of concentration, priority determination and tact in dealing with the public and co-workers. The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

Duties:

This position serves as the administrative assistant to the Contributions Bureau Chief and provides administrative support to Section Supervisors and bureau staff. Performs duties involving confidential information and sensitive personnel matters. Composes and types a variety of correspondence and prepares legal documents to be sent to the clerk of district court, sheriff, and employers, such as subpoenas, liens and lien releases. Collects information from courts and enters into Unemployment Insurance Tax (UIT) System. Researches internet sites for updated information on individuals and businesses for updating UIT system. Processes incoming and outgoing mail and routes to appropriate person. Makes travel arrangements for the Bureau Chief. Makes arrangements for meetings and conferences. Attends meetings, takes notes and transcribes minutes of meetings. Maintains and orders office supplies and minor equipment. Creates and updates forms, publications, and other documents and places orders for printing and putting on Internet site. Reviews and approves forms generated by payroll software vendors. Establishes and maintains Excel spreadsheets to compile statistics for tracking and management reporting. Establishes and maintains tracking systems. Provides backup support to the division's administrative assistant, audit technician, and others as assigned. Participates in projects teams; and performs other duties as assigned.

Ability to effectively deal with administrative detail; to establish and maintain effective working relationships with employees, other agencies and the public; to communicate effectively verbally and in writing; to organize work effectively; to accomplish multiple priorities with short deadlines; to act with initiative and good judgment.

Competencies:

Requires knowledge of general office management and administrative practices; business English, composition, and grammar; accounting, bookkeeping and record keeping; concepts, principles, objectives and methods of planning; research and data gathering techniques; data analysis and research methods with the ability to apply these in a variety of tasks and projects. Must have skills in the use of office equipment and software, including personal computer and word processing and spreadsheets. Skill in the use of desktop publishing and databases is desired. Must have the ability to effectively deal with administrative detail; establish and maintain effective working relationships with employees, other agencies and the public; communicate effectively verbally and in writing; organize workload effectively; accomplish multiple priorities with short deadlines; act with initiative and good judgment; and analyze, evaluate and document various processes to gain a complete understanding of specific work assignments for the purpose of producing a quality final product. Must have behavioral competencies in accuracy and quality, communication skills, multi-tasking and

prioritizing, self-motivation and teamwork skills.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

Requires education equivalent to three years of related experience in office support that includes use of office equipment, computers and word processing and spreadsheet software.

The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Applications materials required are:

1. Signed and completed State of Montana Employment Applications (PD 25).
2. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.
3. Completed Application Supplement.
4. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

*Application materials can be obtained from any Job Service office or downloaded from <http://dli.mt.gov> or <http://dli.mt.gov/jobopenings>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials. Typed signatures will be considered.

**Selection will be based on the following:

Qualifications = 30% Capabilities = 60% Seniority = 10%

Supplemental Questions:

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of each page. Your responses should be limited to one typewritten page per question.

1. This position performs a variety of administrative and technical support duties for the bureau using personal computers and other office equipment. Please describe your education and experience in providing technical and administrative duties. Please be specific as to types of duties you performed, the equipment and software you used and the duration and frequency of those duties.